

Office Use Only	Office Use Only
Date of Event	Key Returned to City
Deposit Received	Deposit Returned to Lessee
Key Given to Lessee	

USE AGREEMENT FOR THE COMMUNITY ROOM AT LAKESITE CITY HALL

Individuals requesting use of the Community Room at the Lakesite City Hall must be residents of the City of Lakesite.

The Community Room at the Lakesite City Hall may be made available for meetings of community groups on a case-by-case basis.

_____ (please print your name) hereby requests permission to use a City of Lakesite owned facility for such use on _____ (date) for the time period _____. Throughout this agreement, the named above will be referred to as the *Lessee*, and the City of Lakesite as *City*.

In consideration of using the City's facility, the Lessee agrees to honor and enforce these facility rules:

1. There will be **no alcoholic beverages** consumed or brought on site on this public property.
2. The Lessee will not allow excessive horseplay or dangerous or otherwise inappropriate use of the equipment, facility or structure.
3. If permission for use of the room is granted, a **\$100.00 deposit** will be required to secure the reservation. The **deposit is refundable** upon satisfactory inspection of the facility after the event or meeting. The deposit may be waived for community organizations that use the facility on a regular basis that have a demonstrated record of keeping the facility neat.
4. The Lakesite resident submitting the request will be solely responsible for any damages that occur as a result of the meeting or event.
5. Requests for use of the facility may be approved only for non-profit, non-sectarian, or non-partisan events or meetings.
6. Permission to use the building will be granted only for times and dates that do not conflict with the normal or necessary operations and activities of the city government.
7. The room will be reserved for qualified individuals and events on a first-come, first-served basis.
8. No smoking is allowed in the building.
9. Events should be finished by 9:00 p.m. on Sunday-Thursday, and 11:00 p.m. on Friday and Saturday. (Exceptions may be possible on a case by case basis in the City's sole discretion)

10. Park vehicles in paved areas only. For overflow, utilize the upper level parking lot in front of City Hall and walk down the ramp. Do not park in front of the Rocky Point subdivision entrance or on Rocky Point Road.

11. The **maximum occupancy of this room is 70 persons** per the Dallas Bay Volunteer Fire Department Fire Chief.

Lessee acknowledges the City is **not responsible** for the planning, development or supervision of this event. Lessee agrees **to hold the City harmless and indemnify from all claims** of any nature whatsoever for personal injury or property damage that stems from the Lessee's use of the facility, including reasonable attorney fees and all costs of defending.

It is understood that city personnel conducted a site inspection of this facility prior to the facility usage and all defective conditions have been corrected or properly marked. Those marked conditions are listed below and the Lessee agrees to enforce proper warnings to the participants of their activity.

1. There are some window blinds that are bent
2. _____
3. _____

The Lessee agrees to **report any injuries received during the event** to the City Recorder at telephone number 423-842-2533 within 24 hours of the event or, for events held during weekends or holidays, by noon on the first business day following the event. The Lessee will provide a report that lists the name, address, and phone number and details on the extent of injuries and how they occurred.

The Lessee agrees to **report any incidents where city property was damaged** to the City Recorder at 423-842-2533 within 24 hours of the event or, for events held during the weekends or holidays, by noon on the first business day following the event. **Failure to do so may forfeit your deposit.**

Lessee

City of Lakesite

Name, address and phone number
Please write legibly

Note: The key does not automatically open the door. Be sure to unlock it if you go out and need to re-enter.